How to Set Up Thunderbird Print Manager

Download Software:

• Do a Google search on Thunderbird Email and/or download software from https://www.thunderbird.net/

Set up Email Account

- Add the account that you added to Alma to use as your printer you may need to get your IT staff to help you with local campus email server information
- Here's what the screen should look like if your account has been added correctly:

📥 Inbox							1 ×
🖵 Get Messages 🔽 🖍 Write	Chat 🖉	Address Book 🔊 Tag 🗸 🍞 Quick Filter	(Q Search <ctrl+k></ctrl+k>] ≡
⊿ 🛃 gcclibraryrefce@gmail.com	☆ 🛛	☆ & ♡ 0	Q Fi	lter these messages <ctrl+shift+k></ctrl+shift+k>			
Inbox (1)	ኑ 🖈 🛈	Subject	99	Correspondents	6	Date	- 🛱
Drafts		Resource Request Slip	٠	library@genesee.edu		9:18 AM	
Sent Mail	습	Resource Request Slip	•	library@genesee.edu	0	8:41 AM	

Add FiltaQuilla Add-on for Print Filter

• Go to the top right of the program and click on the three bars, click on Add-ons and then choose the add add-on option

📩 Inbox						-			
🖵 Get Messages 🗸 🖌 Write 🛛	Chat	🙎 Address Book 🛛 🛇 Tag 🗸 🍟 Quick Filter		Q Search <ctrl+k></ctrl+k>					
⊿ 🔐 gcclibraryrefce@gmail.com	☆ 🛛	☆ & ♡ 0	QF	ilter these messages <ctrl+shift+k></ctrl+shift+k>			New Message	•	Activity Manager
📩 Inbox (1)	` ★ ()	Subject	00	Correspondents	ú	Date	Attachments	•	Message Filters 🕨
a [Gmail]	습	Resource Request Slip		library@genesee.edu		9:18 AM	Edit 🐰 🖪 📋	× 🔇	Add-ons 🕨
Dratts		Resource Request Slip	•	library@genesee.edu		8:41 AM	Find	•	Options •
All Mail (271)	☆	Re: sharingtest.xlsx (ntwarren@genesee.edu)	۰	Warren, Nina T.	٢	11/20/2012,	Print	•	File +
🔒 Spam		Re: sharingtest.xlsx (ntwarren@genesee.edu)	۰	Eichelberger, Michelle A		11/19/2012,	Save As	•	View 🕨
Trash		Re: sharingtest.xlsx (ntwarren@genesee.edu)	۰	Warren, Nina T.		11/16/2012,	Folders	•	Go 🕨
		Welcome to Google Voice	۰	Google Voice		5/18/2011, 1	Empty Trash		Message 🕨 🕨
Starred		Gmail Confirmation - Send Mail as GCClibraryreference	•	Gmail Leam		3/15/2010, 1			Tools •
Personal							🖒 Exit		Help 🕨
Receipts									

• You should get an Add-on look-up option, but if you get a screen like this, with no look-up:



• Scroll down the page until you see the Up & Coming box and click on See All



• You'll get the Add-ons search box. Look for FiltaQuilla and select the Add button when you find it

	Register or Log in Other Applications
🔄 Add-ons	Q search for add-ons
EXTENSIONS THEMES COLLECTIONS MORE	

Set up Filter to Force Print:

• Go back to the top right menu again and pick Message Filters

📥 Inbox											
🖵 Get Messages 🔽 🖍 Write	🖵 Chat 🥻	🖄 Address Book 🛛 🛇 Tag 🗸 🍟 Quick Filter		Q Search <ctrl+k></ctrl+k>							
⊿ 🔤 gcclibraryrefce@gmail.com	农 🛛	\$ & O I	QF	ilter these messages <ctrl+shift+k></ctrl+shift+k>				New Message	•	Activity Manager	
📥 Inbox (1)	ኑ ቱ ወ	Subject	00	Correspondents	4	Date		Attachments	<u>}</u> <	Message Filters	٦
a [Gmail]		Resource Request Slip		library@genesee.edu	6	9:18 AM		Edit 🗙 🖪 📋	•	Add-ons	+
Drafts		Resource Request Slip	•	library@genesee.edu		8:41 AM		Find	•	Options	+
All Mail (271)	☆	Re: sharingtest.xlsx (ntwarren@genesee.edu)	٠	Warren, Nina T.	Ú	11/20/2012,		Print	•	File	•
6 Spam		Re: sharingtest.xlsx (ntwarren@genesee.edu)		Eichelberger, Michelle A		11/19/2012,		Save As	•	View	
Trash		Re: sharingtest.xlsx (ntwarren@genesee.edu)	۰	Warren, Nina T.		11/16/2012,		Folders	•	Go	+
📕 Important		Welcome to Google Voice	•	Google Voice		5/18/2011, 1		Empty Trash		Message	+
Starred		Gmail Confirmation - Send Mail as GCClibraryreference	•	Gmail Leam		3/15/2010, 1				Tools	+
Personal							Ċ	Exit		Help	•
Deceinte							_				

• Click on Message Filters:



• Pick New to set up a new filter:

C Message Filters		
Filters for: Scilbraryreference@gmail.com	Search filters by nar	me
Enabled filters are run automatically in the order shown below.	1 item	
Filter Name	Enabled	<u>N</u> ew •)
Alma printing		Edit
		- Delete
		Delete
		l <u>o</u> ve to Top
		Move <u>U</u> p
	N	love <u>D</u> own
	Mo	ve to <u>B</u> ottom
Run sele <u>c</u> ted filter(s) on: Inbox on gcclibraryrefer	<u>R</u> un Now	Filter <u>L</u> og

• You can name the filter whatever you'd like, choose both manually run and getting new mail, you can filter on whatever field you'd like. The example below tells the system to look for messages from our hold request slip letter return address email (library@genesee.edu) and then print the message and mark it as read.

Filter name: Alma printing	
Apply filter when: ✓ Manually <u>R</u> un ✓ <u>G</u> etting New Mail: Filter before Junk Classification ▼ <u>A</u> rchiving After <u>S</u> ending	
Match all of the following ○ Match any of the following ○ Match all messages If a second secon	
riom v is v iibrary@genesee.edu	+ -
Perform these actions:	
Perform these actions:	+ -
Perform these actions: Print Mark As Read	+ -
Perform these actions: Print Mark As Read	+ -
Perform these actions: Print Mark As Read	+ -
Perform these actions: Print Mark As Read	+ -
Perform these actions: Print Mark As Read	+ - + -